Trustees' report and financial statements

for the year ended 31 March 2018

Charity number: 1146402

Company number: 07188671 (England & Wales)

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## Legal and administrative information

Charity number 1146402

Company registration number 07188671

Registered officeMasham Town Halland operational address9 Little Market Place

Masham Ripon HG4 4DY

Trustees Mark Cunliffe-Lister - Chairman

Flo Grainger - Treasurer

Robert Arnold Susan Cunliffe-Lister Dave Harley Susan Marshall Graham Nicklas

Paul Theakston - appointed 25 June 2018

Peter Usher Peter Weatherill Susan Weatherill

Secretary Nick Reed

Independent Examiner F Wilkinson FCCA

The Barker Partnership

44 Kirkgate Ripon

North Yorkshire HG4 1PB

Bankers Barclays plc

22 Market Place

Masham

North Yorkshire HG4 4ED

# Report of the trustees (incorporating the directors' report) for the year ended 31 March 2018

The trustees present their report and the financial statements for the year ended 31 March 2018. The trustees, who are also directors of Masham Town Hall Community Charity for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

#### **Preamble**

Masham Town Hall Community Charity Ltd (MTHCC) was established as a company limited by guarantee on 12 March 2010, and became a registered charity on 15 March 2012. Having been dormant from 2010-2012, the company started trading after its inaugural Annual General Meeting on 24 May 2012, at which point the two former organisations which the company replaces transferred their cash and fixed assets to MTHCC. These organisations were the Masham Town Hall Association (registered charity number 523380), which is now wound up, and Masham Town Hall Trustees (registered charity number 515103), which continues to exist for the sole purpose of holding the town hall building as Permanent Endowment. MTHCC is the sole Trustee of this charity, which now transacts no business.

## Structure, governance and management

### Governing document

MTHCC is a charitable company limited by guarantee, incorporated on 12 March 2010 and registered as a charity on 15 March 2012. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

## Recruitment and appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association, Trustees are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. Additional Trustees may be appointed ex-officio by the Board of Trustees at meetings during the year, and such Trustees must be elected at the next Annual General Meeting.

All Trustees give their time voluntarily and receive no benefits from the charity.

Trustees work to, and review regularly, management accounts and a range of documents governing the organisation's policy and practice, including Financial Regulations, Risk Assessment and Fire Risk Assessment, and policies on Equal Opportunities, Health and Safety, and Child and Vulnerable Adult Protection.

A Trustee Induction and Training Pack is being produced to ensure new Trustees are familiar with

- The obligations of Management Committee members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- The organisation's objectives and future plans

#### Risk management

The trustees actively review the major, strategic, business and operational risks on a regular basis which the charity faces and believe that controls are in place so that the necessary steps can be taken to lessen these risks.

## Report of the trustees (incorporating the directors' report) for the year ended 31 March 2018

### Objectives and activities

Aims and objectives

MTHCC's objects as set out in the company's memorandum of association are to

"promote the benefits of the inhabitants of Mashamshire by working with local voluntary and community organisations, inhabitants and other authorities in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving conditions of life for the said inhabitants, without distinction of age, disability, nationality, race, sex, sexual orientation, political, religious or other opinions" and "in particular ... to maintain and manage the Town Hall as a centre whereat such facilities may be provided."

## How our activities have delivered public benefit

The Town Hall building has been in constant use throughout the year under review as a venue for educational, social and sporting activity by and for the individuals, families and communities of Masham and its surrounding villages and countryside. The building has been used by a wide variety of families, charitable groups and local businesses for a range of educational, training, sporting and social activities. Over the year the Town Hall has hosted: conferences, regular meetings and charity evenings including a Valentines Ball; coffee mornings and other open social events; weddings, parties and children's activities; and cultural events, exhibitions and craft fairs;. In 2017-18 the Town Hall hosted over 1,000 events and activities, with over 30,000 admissions.

In 2017-18 the Town Hall has continued to promote concerts, plays, films and exhibitions, making cultural activity available to the people of Masham at reasonable cost. Attendances at these events, particularly the film season and family pantomime, continued to show a clear and growing desire amongst local people for the Town Hall as a cultural venue, while larger-scale performances including musicians Motel California and Keep the Faith, and comedians the Scummy Mummies, brought in substantial audiences from further afield, raising money to go towards the building's upkeep and the organisation's charitable objectives. In the summer of 2017 the town hall hosted its second "Dales Inspiration" art exhibition, with work from 18 Yorkshire artists attracting 2,000 attendances and sponsorship from the Swinton Estate.

In terms of both hires and self-promoted events, the organisation aims to ensure that all sections of the local community are able to access our activities. We aim particularly to serve those sections of the community who are disadvantaged, financially and/or logistically, in terms of accessing community events, including but not limited to local children and young people, older and disabled people without transport, and those facing issues including rural poverty and isolation.

Masham Town Hall Community Charity has also worked to deliver community events in conjunction with other local organisations including Masham Primary School, Acorns Nursery and Pre-School, Mashamshire Community Office, St Mary's Church and Masham Methodist Chapel, and The Making of Mashamshire community history group. These events have taken place within and beyond the Town Hall. Regular free events within the town hall have included craft fairs, coffee mornings,

The trustees continue to work towards improving the building, with the kitchen, toilets and lift being high on the list, and based on the quinquennial survey undertaken in January 2016 have identified priorities for short, medium and long-term work to secure and improve the building.

The Town Hall, via its active and committed Steam Rally Committee, organises the annual Masham Steam Engine Rally, which attracts thousands of people to Masham. Since 1965 the Steam Rally has been a major contributor towards developing Masham as a tourism and regional centre, as well as representing the Town Hall's main source of fundraising income. The 2017 rally continued the expansion seen in recent years, with 45 traction engines, improved entertainment and an enlarged children's funfair, all administered by a committed team of 80+ volunteers.

# Report of the trustees (incorporating the directors' report) for the year ended 31 March 2018

The profits from the rally continue to fund crucial works to the fabric of the building; in 2017-18 these were led by the long-needed renovation and redecoration of the external windows, as well as necessary plumbing work and renovation to the storage sheds behind the building.

The board of trustees has overseen the business and activities of the Town Hall, with four sub-committees - Finance, Building, Marketing and Steam Rally - comprising trustees and other volunteers to ensure that the building remains busy and safe, and that the organisation keeps to its objects, budget, and legal and reporting responsibilities.

#### Financial review

The company's annual budget is prepared with the aim of making the building available to all as per our objects, while generating sufficient income to cover direct costs. Hire fees and ticket prices are set as low as possible to be compatible with this aim, with hire fees substantially discounted for regular users and for Mashamshire resident individuals and organisations. Income from fundraising activity and the steam rally funds is used to fund capital works on the building and the purchase of new fixtures, fittings and equipment.

The company has been financially stable, with a healthy income, and expenditure as per budget other than capital items funded from the profits made from fundraising activities. Income from lettings and hires has for a third year remained around the same greatly improved level while hire rates were once again able to be kept static. Performances and films, which are budgeted on a break-even basis, showed a substantial profit over the year. As noted above, the Steam Rally was an organisational and financial success, making a healthy profit. The charity as a whole showed a surplus of income over expenditure of £2.671, maintaining reserves at a healthy level.

Detailed income and expenditure accounts for general Town Hall business, and for the Steam Engine Rally, are attached as an appendix to these accounts.

### Investment policy

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term, or available for emergency capital work. Thus there are few funds for long term investment. Having considered the options available, the Board of Trustees retains the sum necessary to comply with its reserves policy in an interest-bearing savings account, ensuring that the reserve is available to set up the 2019 Steam Rally if necessary, with additional funds available on a contingency basis. This investment policy is reviewed on an annual basis.

## Reserves policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy written into the Financial Regulations whereby "MTHCC Ltd shall at all times keep a reserve sufficient to (a) cover the cashflow budget requirements of the next Masham Steam Engine Rally, and (b) to wind up the organisation in the event of its becoming unviable as a business."

#### Plans for future periods

The charity aims to continue a similar programme of activity in 2018-19 and beyond, and will continue to fundraise to maintain and improve the condition and facilities of the building to offer a good quality of experience in the widest possible range of activities for Mashamshire residents, their friends, families and colleagues.

## Report of the trustees (incorporating the directors' report) for the year ended 31 March 2018

### Statement of trustees' responsibilities

The trustees (who are also directors of Masham Town Hall Community Charity for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Independent Examiner**

The Barker Partnership were re-appointed at the Annual General Meeting on 1 November 2016 as the charitable company's accountants during the year and have expressed their willingness to continue in that capacity.

## Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the board

Mark Cunliffe-Lister

**Chair of Trustees** 

20 September 2018

# Independent examiner's report to the trustees on the unaudited financial statements of Masham Town Hall Community Charity.

I report on the accounts of Masham Town Hall Community Charity for the year ended 31 March 2018 set out on pages 7 to 14.

## Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under Company Law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Fiona Wilkinson FCCA

The Barker Partnership
Chartered Accountants & Statutory Auditors
44 Kirkgate
Ripon
North Yorkshire
HG4 1PB

## Statement of financial activities (incorporating the income and expenditure account)

## For the year ended 31 March 2018

	Unrestricted funds		2018 Total	2017 Total
	Notes	£	£	£
Income and endowments				
Donations and legacies	2	4,793	4,793	4,162
Other trading activities	3	99,619	99,619	117,903
Investment income	4	765	765	865
Total income		105,177	105,177	122,930
Expenditure				
Staff costs	7	8,295	8,295	7,914
Establishment costs		31,298	31,298	32,472
Accountancy fees		1,400	1,400	1,400
Communications and IT		613	613	747
Other office expenses		912	912	727
Depreciation and impairment		1,015	1,015	1,015
Other town hall costs		18,008	18,008	28,196
Other steam rally costs		40,965	40,965	43,833
Total expenditure		102,506	102,506	116,304
Net income for the year		2,671	2,671	6,626
Other recognised gains and losses				
Gains on revaluation				
of investment assets	9	778	778	1,879
Net movement in funds		3,449	3,449	8,505
Total funds brought forward		111,233	111,233	102,728
Total funds carried forward		114,682	114,682	111,233

## Balance sheet as at 31 March 2018

			2018	2017	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		11,278		12,293
Investments	10		18,083		17,305
			29,361		29,598
Current assets					
Debtors	11	11,341		10,884	
Cash at bank and in hand		80,770		73,908	
		92,111		84,792	
Creditors: amounts falling					
due within one year	12	(6,790)		(3,157)	
Net current assets			85,321		81,635
Net assets			114,682		111,233
Funds	13		100000		
Unrestricted income funds:					
Unrestricted income funds			108,849		106,178
Revaluation reserve			5,833		5,055
Total unrestricted income funds			114,682		111,233
Total funds			114,682		111,233

The Trustee's statements are shown on the following page which forms part of this Balance Sheet.

## Balance sheet (continued) for the year ended 31 March 2018

For the year 31 March 2018 the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies;

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements were approved by the Board on 20 September 2018 and signed on its behalf by

Mark Cunliffe-Lister

Director

Flo Grainger Director

J. y. Granger

## Notes to financial statements for the year ended 31 March 2018

#### General information

The company is a private company limited by guarantee, registered in England and Wales. The address of the registered office is Masham Town Hall, 9 Little Market Place, Masham, Ripon, HG4 4DY.

### **Statement of compliance**

These financial statements have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

#### 1. Accounting policies

## 1.1. Basis of accounting

The financial statements are prepared under the historical cost convention, except for the revaluation of certain assets, and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006 and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the entity.

## 1.2. Cashflow

The charity has taken advantage of the exemption in FRS102 from the requirement to produce a cashflow statement because it is a small charity.

### 1.3. Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Income from investments is included in the year in which it is receivable.

## 1.4. Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

# Notes to financial statements for the year ended 31 March 2018

## 1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 10% straight line
Painting - not depreciated

## 1.6. Investments

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the statement of financial activities.

2.	Donations and legacies	Unrestricted funds £	2018 Total £	2017 Total £
	Deveting		4,793	4,162
	Donations	4,793		
		<u>4,793</u>	4,793	4,162
3.	Other trading activities			
		Unrestricted	2018	2017
		funds £	Total £	Total £
		t	æ	x
	Fundraising events	1,308	1,308	565
	Hall lettings and rent	39,224	39,224	50,252
	Steam rally income	59,087	59,087	67,086
		99,619	99,619	117,903
4.	Investment income	Unrestricted	2018	2017
		funds	Total	Total
		£	£	£
	Income from UK unlisted investments	627	627	615
	Bank interest receivable	138	138	250
		765	765	865

# Notes to financial statements for the year ended 31 March 2018

5.	Net incoming resources for the year	2018 £	2017 £
	Net incoming resources is stated after charging: Depreciation and other amounts written off tangible fixed assets	1,015	1,015
6.	Independent examiner remuneration	2018 £	2017 £
	Independent examination fee	600	600
	Independent examination fee - other fees: - accounts preparation	800	800
7.	Employees		
	Employment costs	2018 £	2017 £
	Wages and salaries	8,295	7,914
	No employee received emoluments of more than £60,000 (2017 : None).		
	Number of employees		
	The average monthly numbers of employees (including the trustees) during the year, of full time equivalents, was as follows:	alculated on th	ne basis of
		2018 Number	2017 Number
	Trustees	10	10

## 8. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

# Notes to financial statements for the year ended 31 March 2018

9.	Tangible fixed assets	Fixtures, fittings and equipment £	Painting £	Total £
	Cost At 31 March 2018	10,154	5,000	15,154
	<b>Depreciation</b> At 1 April 2017 Charge for the year	2,861 1,015	-	2,861 1,015
	At 31 March 2018	3,876		3,876
	Net book values At 31 March 2018	6,278	5,000	11,278
	At 31 March 2017	7,293	5,000	12,293
10.	Fixed asset investments		Other unlisted investments	Total £
	Valuation At 1 April 2017 Revaluations		17,305 778	17,305 778
	At 31 March 2018		18,083	18,083
	Historical cost as at 31 March 2018		12,250	12,250
	All fixed asset investments are held within the United Kingdom.			
11.	Debtors		2018 £	2017 £
	Trade debtors Other debtors		9,803 1,538	7,022 3,862
			11,341	10,884

## Notes to financial statements for the year ended 31 March 2018

12.	Creditors: amounts falling due				2018	2017
	within one year				£	£
	Trade creditors				3,988	487
	Accruals and deferred income				2,802	2,670
					6,790	3,157
					Accession of the Association of	
13.	Analysis of net assets between funds					
					Unrestricted funds	Total funds
	D. 11.1. (24.15. 1.2010				£	£
	Fund balances at 31 March 2018 as represente	d by:			20.261	20.261
	Tangible fixed assets Current assets				29,361 92,111	29,361 92,111
	Current liabilities				(6,790)	(6,790)
	Current naomities				(0,790)	(0,790)
					114,682	114,682
14.	Unrestricted funds	At				At
17.	om estricted runds	1 April	Incoming	Outgoing	Gains and	31 March
		2017	resources	resources	losses	2018
		£	£	£	£	£
	Unrestricted Fund	111,233	105,177	(102,506)	778	114,682

## Purposes of unrestricted funds

The unrestricted fund represents those funds which the trustees are free to use in accordance with the charitable objectives.

## 15. Company limited by guarantee

Masham Town Hall Community Charity is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.